

SYSTEM CERTIFICATION INSTRUCTIONS

Order	Related Document	Job Step	Team Name
1	P18 Form 02 Customer Information Form	Obtaining the customer information form (email, phone, online)	Certification Staff
2	P18 Form 02 Customer Information Form P20 Form01 Application and Contract Review Form	Review of the application and contract, review and verification of scope and resources.	Certification Staff
3	P21 Form01 System Documentation Proposal – contract	Preparation and submission of the proposal/contract for the three-year certification program to the client.	Certification Staff
4	P21 Form01 System Documentation Proposal – contract	Contract approval by the customer	Customer
5	P20 Form01 Application and Contract Review Form P16 Form01 Inspector Assignment Form	Application review, appointment of the audit team.	Certification Staff System Certification Manager
6	P16 Form01 Auditor Assignment Form P17 FormR.01 KAS Examination Package	Audit Planning involves providing the audit team with client information and KAS Audit. The package is being shipped.	Certification Staff
7	P17 Form R.01 KAS Examination Package	Performing Stage 1 examination	Investigation Team
8	P17 Form01 Inspection Plan	Planning the Stage 2 examination, Customer information and Sending the KAS Examination Package	Certification Staff Investigation Team
9	P16 Form01 Inspector Assignment Form P17 FormR.01 KAS Examination Package P17 Form01 Inspection Plan	Sending the audit plan and audit team resumes to the client.	Certification Staff Investigation Team Customer
10	P17 Form R.01 KAS Examination Package	Performing Stage 2 examination	Investigation Team
11	P17 FormR.01 KAS Examination Package	The examination package – its reports – review	System Certification Manager
12	P17 Form09 Corrective Activity Form	Review and, if applicable, approval of evidence for closing any initiated corrective actions.	Investigation Team
13	P17 Form R.01 KAS Examination Package	Approval of audit reports, corrective action plans, and closure evidence.	Certification Committee

	P08 Form04 Certification Committee Meeting Minutes		
14	P24 Instruction 02 Instructions for the Use of Certificates, Logos and Trademarks	Issuance of the certificate Document, Logo and Trademark Usage Instructions sent to the customer	Certification Staff
15	P20 Form01 Application and Contract Review Form P16 Form01 Inspector Assignment Form	Planning of surveillance audits, Customer information and Sending the KAS Examination Package	Certification Staff
16	P17 Form01 Inspection Plan	Sending the audit plan and the audit team's resumes to the client.	Certification Staff Investigation Team
17	P17 Form R.01 KAS Examination Package	Conducting the surveillance audit KAS Examination Package	Investigation Team
18	P17 FormR.01 KAS Examination Package	The examination reports, KAS Examination Review of the package	System Certification Manager
19	P17 Form09 Corrective Activity Form	Review and, if applicable, approval of evidence for closing any initiated corrective actions.	Investigation Team
20	P17 Form R.01 KAS Examination Package P08 Form04 Certification Committee Meeting Minutes	Approval of audit reports, corrective action plans, and closure evidence.	Certification Committee
21	Current Certificate Printing	Confirmation of continued validity of the certificate.	System Certification Manager
22	P21 Form01 System Documentation Proposal – contract	Writing a proposal for Recertification (after 3 years) (if required) (The customer will be contacted at least 3 months in advance)	Certification Staff
23	P20 Form01 Application and Contract Review Form P16 Form01 Inspector Assignment Form	Planning recertification audits, sending client information and the KAS Audit Package to the audit team.	Certification Staff
24	P17 Form01 Inspection Plan	Sending the audit plan and the audit team's resumes to the client.	Certification Staff Investigation Team
25	P17 FormR.01 KAS Examination Package	Conducting the recertification audit KAS Examination Package	Investigation Team